

CMC Student Employee: How to Enter Time by Week – Calendar Based User Interface

Login to Workday using your CMC Workday credentials

1. Navigate to the Time application.



2. Select the Week: Select the work week as needed under the **Enter Time** menu.

Enter Time

This Week (0 Total)
Last Week (0 Total)
Select Week

3. Select the Day you wish to enter time for. Notice the Enter Time banner appears and opens a new dialog box to Enter Time.

Today
<
>
Aug 13 – 19, 2022
Week
Actions

	Sat, 8/13 Total: 0	Sun, 8/14 Total: 0	Mon, 8/15 Total: 0	Tue, 8/16 Total: 0	Wed, 8/17 Total: 0	Thu, 8/18 Total: 0	Fri, 8/19 Total: 0
			Enter Time				
7 AM							
8 AM							
9 AM							
10 AM							

4. Enter Time: In the dialogue box, enter **In**, **Out**, **Out Reason**, and if applicable, the Details section. At the **Position** drop down menu, select the position for the hours worked. Select **OK** to save your entry.

Note: Unassigned Student hours will be deleted. Please select a position for the hours entered.

5. Your entry will now be visible on the calendar. You may view a summary of hours to the right, under the Summary section.

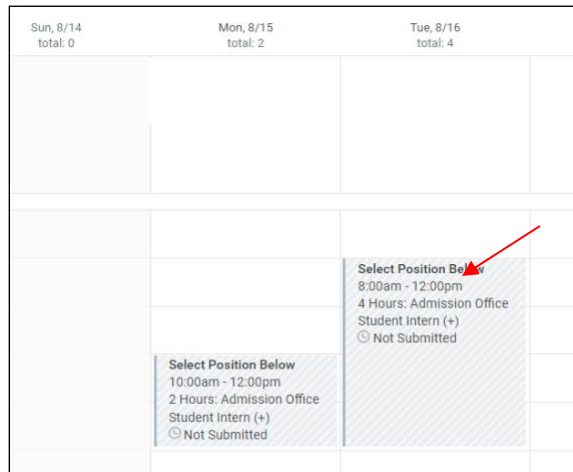
Aug 13 - 19, 2022						
Sat, 8/13 total: 0	Sun, 8/14 total: 0	Mon, 8/15 total: 2	Tue, 8/16 total: 0	Wed, 8/17 total: 0	Thu, 8/18 total: 0	Fri, 8/19 total: 0
		Select Position Below 10:00am - 12:00pm 2 Hours: Admission Office Student Intern (+) Not Submitted				

Summary	
Aug 13 - 19, 2022	
Total	2
Regular	2
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

6. Repeat this process to enter time for all hours/days as needed for the selected week.

Editing or deleting saved hours.

- a. Select the time frame that needs to be edited from the calendar view.



- b. Edit the times and Position if necessary and Select OK.

Enter Time 08/16/2022

Example

Status Not Submitted

Time Type *

In * 08:00 AM

Out * 11:00 AM

Out Reason *

Hours 3

Position *

Details

Comment

7. Review Entered Time for Approval: When ready to submit for approval, select **Review**, and follow the prompts.

Aug 13 - 19, 2022

Week Actions

Summary
Aug 13 - 19, 2022

Sun, 8/14	Mon, 8/15	Tue, 8/16	Wed, 8/17	Thu, 8/18	Fri, 8/19
total: 0	total: 2	total: 3	total: 0	total: 0	total: 0

Select Position Below
8:00am - 11:00am
3 Hours: Student Research Assistant (+)
☐ Not Submitted

Select Position Below
10:00am - 12:00pm
2 Hours: Admission Office Student Intern (+)
☐ Not Submitted

Review

8. Submit for Approval: You will see a summary of the hours being submitted for the selected week. Once you select **Submit**, the weekly entry will be sent to your supervisor for approval.

I agree that all entries are true and accurate representation of hours worked.

Following date range will be submitted for approval.

August 13 - 26, 2022 : 5 total

Total for August 13 - 26, 2022

Total	5
Regular	5
Work Study	0
Overtime	0
Double Time	0
Missed Meal Penalty	0
Paid Time Off	0

enter your comment

Submit Cancel

Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356